

King, Valerie A.

From: Carchman, Loreen
Sent: Friday, September 21, 2001 11:27 AM
To: Townsend, Sue V.
Cc: King, Valerie A.
Subject: FW: Urs' availability

Sue,

Can Urs attend the second day from lunch on? Possibly speak at 5:00 pm. I am not sure whether a dinner will be that night, or everyone will have a free evening. If there is a dinner, Urs will definitely be invited.....thanks for all of your help.

-L

-----Original Message-----

From: Solana, Rick P.
Sent: Thursday, September 20, 2001 5:14 PM
To: Carchman, Loreen; Nyffeler, Urs; Townsend, Sue V.
Subject: FW: Urs' availability

You're right Loreen. The beswt alternative time for Urs to come would be on the afternoon of the second day to hear the coordinators reporting back. He could give his talk after that.

P.S. Good job on the agenda. it looks really good.

-----Original Message-----

From: Carchman, Loreen
Sent: Thursday, September 20, 2001 10:47 AM
To: Solana, Rick P.
Subject: RE: Urs' availability



Planning_Agenda.doc

here it is

-----Original Message-----

From: Solana, Rick P.
Sent: Thursday, September 20, 2001 10:45 AM
To: Carchman, Loreen
Subject: RE: Urs' availability

email me a copy of the current agenda so I can think about it.

-----Original Message-----

From: Carchman, Loreen
Sent: Thursday, September 20, 2001 10:10 AM
To: Solana, Rick P.
Cc: Bugg, Joy J.; King, Valerie A.
Subject: FW: Urs' availability

Would you like Urs to come on Wednesday instead?

-----Original Message-----

From: Townsend, Sue V.
Sent: Wednesday, September 19, 2001 4:42 PM
To: Carchman, Loreen
Subject: RE: Urs' availability

Loreen -

Every Tuesday Mr. Nyffeler attends a Sr Team Meeting in the NYO. He is available on Wednesday, October 10 (anytime) if you want to plan on him saying something then. I am sure he would be glad to join you.

Sue

-----Original Message-----

From: Carchman, Loreen

Sent: Monday, September 17, 2001 3:14 PM

To: Townsend, Sue V.

Subject: Urs' availability

Sue,

We (WSA) are having a strategic planning meeting beginning on October 9th. I was wondering if Urs was available to help kick-off the meeting by presenting the strategic direction of RD&E. We would like him to speak from 8:35 am - 8:50 am and he could certainly stay and participate if he so chooses. We are in the process of finalizing the Agenda and will share with you once it has been accepted by management.

The meeting is being held at the new conference center by Virginia Center Commons. Would he be available, if so will he do it?

Thanks,

-L